

D. External Recruitment

Qualified candidates shall be listed alphabetically on all employment lists, and selection may be made from anywhere on the list. A department may select candidates off an existing unexpired external eligibility list for a higher level classification within the same classification series than the position that is being recruited within the same classification series. For example, a department may interview and/or hire a candidate on an existing unexpired external eligibility list for an Administrative Assistant II even though the open position is for an Administrative Assistant I.

When an internal recruitment establishes an eligibility list with four (4) or fewer names, the Department Manager may elect to supplement that list through an external recruiting process with City Manager approval.

NEW RULE:

With the exception of sworn public safety positions, when an internal recruitment establishes an eligibility list with **two (2)** or fewer names for each current vacancy, the Department Manager **shall** supplement that list through an external recruiting process.